

SERVICES TO BE PROVIDED

- A. The following services are to be provided at the **Decatur County Courthouse**.
1. The north, east and west First floor public access area (vestibules) shall be cleaned, as follows, on a daily basis: Clean ALL glass doors, inside and outside; Dust mop floor area; Vacuum floor mats; Wet mop as needed.
 2. First floor halls (including Grand Hall area): Dust mop on a daily basis; Wet mop as needed; Empty hall trash receptacles as needed.
 3. Elevator: Clean doors – First and second floor inside and out twice daily. Vacuum interior carpet twice weekly; Sanitize weekly.
 4. First & Second floor restrooms: Clean and Sanitize ALL fixtures on daily basis; Empty and reline trash receptacles on daily basis; Clean mirrors and restock towel dispensers and tissue dispensers on daily basis; Dust mop floor on daily basis; Clean & Sanitize partitions and doors on daily basis; Spot clean as needed; Wet mop weekly – more often if needed.
 5. Second floor Restrooms: (courts & jury rooms) follow same schedule as for First & Second floor restrooms.
 6. Second floor Courtrooms and Offices: Empty/relined trash containers as needed; Dust all open surfaces nightly; Vacuum carpets and walk off mats as needed; Vacuum chairs as needed; Spot clean glass as needed; Clean open desk areas nightly; Dust the following areas/items as needed: high and low corners, shelf items, window sill and blinds, wall items, shelves; Clean baseboards as needed; Defrost refrigerators in jury rooms as needed.
 7. Second floor offices: All (including law library): Same procedure and schedule as Court rooms and offices. Child Support Office must be cleaned during regular business hours.
 8. First floor offices: Empty/relined trash containers; Dust all open surfaces; Vacuum carpet/walk off mats; Spot clean glass. Vacuum chairs; Dust high and low corners; Dust shelf items; Dust window sills and blinds; Spot clean baseboards; clean phones; Dust wall items as needed. Note: Cleaning of employee desk tops not required.
 9. First floor meeting and conference rooms: Empty/relined trash container; clean table tops; arrange chairs and tables; vacuum floors; sanitize table tops; immediately following any meetings or next day in case of night meeting. Dust wall items; Spot clean walls and baseboards; Spot clean chairs, Clean and organize as needed.
 10. Second floor: Public access areas: Halls – dust mop floor; Empty/relined trash containers; Clean/sanitize drinking fountains twice daily; Spot clean glass nightly.

11. Additional items:

- a. All woodwork will be cleaned and polished once annually, in addition to regularly scheduled dusting and cobweb removal.
- b. Carpet steam cleaning will be done as follows: High traffic areas will be cleaned once a month (during closed hours). Annually, during the month of April, ALL Carpets in the courthouse building will be cleaned. If cleaning needs to be done at a different time or at additional times, Cleaning Service and Board of Commissioners will renegotiate the carpet agreement at that time.
- c. Cleaning Service will provide general minor maintenance (cleaning and/or changing light bulbs, cleaning light fixtures).
- d. Notify offices when carpet cleaning or other major cleaning is scheduled after hours or on weekends or courthouse holidays.

12. General Requirements:

- a. Cleaning personnel are to be hired by and under complete supervision and responsibility of Cleaning Service. Cleaning Service shall provide a list of employees to the Decatur County Auditor and update it upon any change. Prior to allowing a new employee into any county building, the employee's name, date of birth, social security number, and identity of former employer shall be provided to the county auditor. The Board of Commissioners may object to any prospective employee's having access to county buildings.
- b. All required liability insurance on cleaning personnel, etc, will be the responsibility of Cleaning Service. Certificates of insurance for liability and worker's compensation must include coverage for employee theft and dishonesty.
- c. Cleaning Service will be responsible for unlocking doors and turning on lights by 7:30 a.m. and for locking doors at the close of business day Monday – Thursday 4:00 p.m. and Friday 5:00p.m. If any meeting rooms are to be in use on any given evening, Cleaning Service will be responsible for locking and unlocking outer entry doors.
- d. Cleaning Service will supply ALL cleaning supplies and equipment. County agrees to supply ALL consumable paper products, hand soaps, can liners, replacement bulbs, etc. These items will be ordered and stocked by the County.
- e. Cleaning Service will provide employees to work on-site each day. A Cleaning Service employee is to be on duty from 7:30 a.m. to 9:00 p.m. Monday through Friday. Exceptions: Cleaning Service employees are NOT required to be on duty during hours that the County offices are closed for holidays.

f. Cleaning Service employees will adhere to a dress code of clean appropriate garments, including a "Company shirt". Employees of Cleaning Service are required to adhere to the County's policies regarding personal hygiene, personal conduct and use of foul language.

g. Trash removal expenses will be the responsibility of the County.

13. Courthouse Grounds

a. Cleaning Services will provide miscellaneous care of the Courthouse grounds, including; Sweeping sidewalks and steps at all THREE entry door areas; Picking up trash and debris from courthouse lawn (weekly minimum – more often if needed); Empty cigarette containers at all three entrances as needed; During the winter months the entry door steps and immediate sidewalk areas will be swept and kept free of snow and ice.

B. The following services are to be provided at the **Decatur County Extension Office.**

1. General cleaning to be done on a weekly basis: Clean door glass (inside and out); Empty and re-line trash receptacles; Clean and sanitize restrooms; Dust "open" desk top areas; Vacuum or dust mop all non-carpeted areas and wet mop; Remove mirrors and wall hangings and clean dust and cobwebs.

Cleaning to be done as needed: Windows inside and out; dust and clean baseboards, window blinds and sills.

Cleaning to be done twice annually - Steam clean all carpeted areas, if requested more often, additional cleanings will be at an additional charge.

C. The following services are to be provided at the Decatur County Board of Health Office.

1. General cleaning to be done on a weekly basis: Clean door glass (inside and out); Empty and reline trash receptacles; Clean and sanitize restrooms; Dust open desk top areas; Vacuum or dust mop all non carpeted areas and wet mop; Remove mirrors and wall hangings and clean dust and cobwebs.

Cleaning to be done as needed: Clean windows inside and out; Dust and clean baseboards, window blinds and sills.

Cleaning to be done twice annually - Steam clean all carpeted areas, if requested more often, additional cleanings will be at an additional charge.

D. The following services are to be provided at the **Decatur County Highway Dept Office.**

1. General cleaning to be done on a weekly basis: Clean door glass (inside and out); Empty and reline trash receptacles; Clean and sanitize restrooms; Dust open desk top areas; Vacuum or dust mop all non-carpeted areas and wet mop; Remove mirrors and wall hangings and clean dust and cobwebs.

Cleanings to be done as needed: Clean windows inside and out; Dust and clean baseboards, window blinds and sills.

Cleaning to be done 4 times annually - Clean and wax all floors.

E. The following service is to be provided at **315 S. Ireland St.**

1. General cleaning to be done on a weekly basis: Clean door glass (inside and out); Empty and reline all trash receptacles; Clean and sanitize restrooms; Dust and sanitize all desk top areas, including computer screens; Vacuum or dust mop all non-carpeted areas and wet mop; Remove mirrors and wall hangings and clean dust and cobwebs.

Cleaning to be done twice weekly – Dispatch (radio room and 2 Restrooms), Deputies area and Kitchenette.

Cleaning to be done weekly – Solid Waste Office, Chief Deputy area and Sheriff's Office, including restrooms.

Cleaning to be done monthly – Veterans' Affair Office, Meeting Room, State Police, Weapon Room, including restrooms and Coroners Office.

